Accenture Workforce Optimization Academy

MiniMOST Certification Program – Online

Training Course

Course Summary:

This certification program is broken into several short courses designed to provide you with a broad perspective of work measurement and teach you how to apply the MiniMOST work measurement system to measure work for short-cycle, highly repetitive, identical motion pattern activities.

Course Objectives:

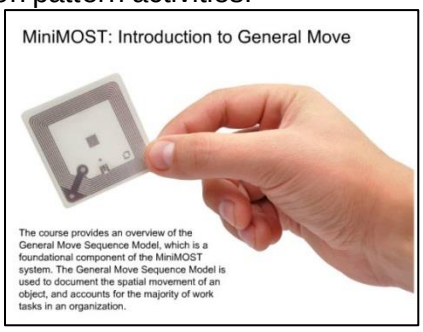
- Calculate the time that a task or set of tasks should take to be performed.
- Apply predetermined time values to activities from memory or from a data card according to the rules of MiniMOST.
- Observe operator activities and write accurate method descriptions considering different motion combinations.
- Analyze work on the basis of moving objects using the MiniMOST system.
- Identify activities using the two sequence models for manual work: General Move and Controlled Move.
- Measure the distance of the hand, fingers, foot, leg, body motions, object movement and hand rotation to establish the correct index values.

Who Should Attend:

Anyone interested in learning an efficient and widely accepted work measurement system.

Key Course Content:

- Understand the foundation of work measurement.
  - Define why measuring work is important to an organization.
  - Identify the traditional work measurement techniques of time study and predetermined motion time systems.
- Document work for two-handed activities.
- Apply the sequence models in practice exercises and video examples.



Learn the Two Basic Sequence Models of MiniMOST

- *General Move* – for the movement of an object freely through the air.
- *Controlled Move* – for the movement of an object while it remains in contact with a surface or is attached to another object during movement.

Benefits to Your Organization When You Take This Course:

- Enables you to analyze any type of manual work with one of the most efficient and widely used work measurement techniques.
- Reduces the time needed to analyze work as MOST can be applied ten times faster than the conventional predetermined motion time systems for short-cycle work.
- Provides you with a tool that is 'method sensitive' where the outcome of the analysis provides cues as to where there are opportunities for saving time, money and energy.
- Eliminates the subjectivity involved in performance rating an activity since the MiniMOST system is based on a 100% or average pace.
- Meets the needs of many industries and is well accepted by employees, unions and management.

Course Details:

Length: 21 courses totaling 18 hours of training
Format: Online - 1 year subscription
Fee: $2,000.00 USD

Registration:

412.937.6384
OWO.Training@accenture.com
www.hbmaynard.com

accenture
Accenture
K&L Gates Center, 210 6th Avenue, 8th Floor
Pittsburgh, PA 15222 USA

Syllabus

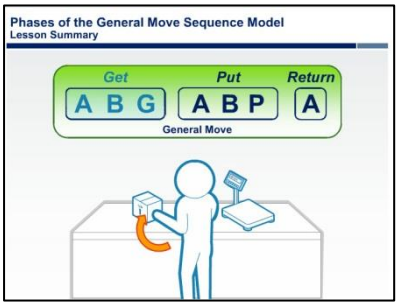
MiniMOST Certification Program – Online

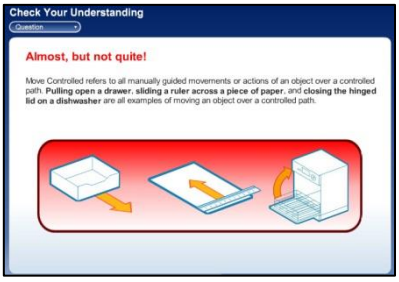
Benefits

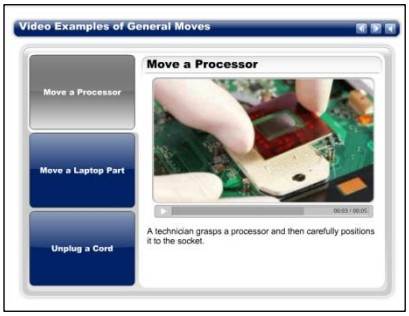
The online MiniMOST Certification Program has been strategically designed to accommodate the many components and details that make up the MiniMOST Work Measurement System.

Benefits:

- Structured 'Check Your Understanding' quizzes with immediate feedback to reinforce the concepts presented.
- More than 20 videos used in different capacities throughout the program.
- Detailed sequence model application courses designed to follow the phases used in a sequence model to enable you to analyze different activities with MINIMOST.
- Two video courses that walk you through the complete MiniMOST analysis process for an activity.
- One year program subscription allows you to re-take courses as necessary to refresh your knowledge of key concepts.
- Phone and email support for MiniMOST content related questions or for technical assistance.







*Course Name**		*Course Name**
General Move Courses		**Controlled Move Courses**
Introduction to General Move		Introduction to Controlled Move
Action Distance (A) Parameter Application Rules		Move Controlled (M) Parameter Application Rules
Body Motion (B) Parameter Application Rules		Process Time (X) Parameter Application Rules
Gain Control (G) Parameter Application Rules		Alignment (I) Parameter Application Rules
Placement (P) Parameter Application Rules		Controlled Move Sequence Model Application
General Move Sequence Model Application		Controlled Move Video Analysis
Frequencies and Motion Combinations		Controlled Move Review
General Move Video Analysis		
General Move Review		
Additional MiniMOST Related Courses		
Introduction to Standards		
Introduction to MOST		
MOST Theory		
MiniMOST Review		
MiniMOST Certification Exam		

*Course length varies from 15 minutes to one hour.

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